

HUMAN RESOURCES DIVISION
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**150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158**

EMPLOYMENT OPPORTUNITIES

JOB POSTING # 20-22
POSTED: 02/08/2022, 2:00 p.m.
EXPIRATION: until filled
TITLE: Economic Development Director (Position Code #1011)
SALARY: DOQ
DEPARTMENT: COMMUNITY DEVELOPMENT
DIVISION: ECONOMIC DEVELOPMENT

Outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a growing organization and city. We are seeking an individual of outstanding quality with a respected track record. The City of Joliet is prepared to offer an attractive compensation package, including a competitive base salary as well as excellent benefits.

GENERAL PURPOSE

Performs a variety of complex and difficult administrative work assisting the Director of Community Development in the planning, direction, control and evaluation of the operations and programs of City government; develops and oversees strategies pertaining to economic development, business attraction and business retention; provides support and guidance to the City Manager, along with the Mayor and City Council in the development and implementation of a Strategic Plan for the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Management

Assists the Director of Community Development with the planning, organizing, direction, control and evaluation of the city's economic development functions; planning, directing and managing the programs, services and staff of the department's Economic Development Division;

Makes recommendations to the Director of Community Development in the establishment of goals, objectives and programs, including the coordination/administration of special capital projects comprised of planning, design and construction phases;

Develops policy proposals, plans and implementation strategies using internal data analysis, research review, and input from senior officials and stakeholders;

Coordinates special programs or projects which involve participation of a number of City departments;

Serves as liaison between Director of Community Development and department directors, as well as boards, commissions, committees and agencies on policy implementation and special projects;

Confers with, and advises, department heads in working out programs, plans and implementation strategies;

Reviews incoming correspondence, memoranda, reports and similar material for the purpose of determining action required or for making recommendations to the Director of Community Development;

Prepares directive to department and division heads at the request of the Director of Community Development;

As directed, performs organizational and procedural analyses of municipal functions and departments of City government;

Initiates research and special studies in management, programs and other areas and prepares reports with recommendations for corrective action;

Attends staff, committee and other meetings and conferences to provide assistance to the Director of Community Development and makes recommendations on subject under discussion;

Represents the Director of Community Development at meetings when necessary;

Performs ceremonial duties at special events in the absence of the Director of Community Development.

Economic Development

Serves as the City's business liaison and first point of contact for existing and prospective business owners seeking to locate in Joliet, facilitates a timely and efficient response from City Departments;

Promotes a business-friendly environment throughout the City organization. As needed, leads or participates in efforts to streamline or simplify governmental processes to help departments be more business-friendly. When necessary, serves as ombudsman to resolve issues that may arise with regard to individual businesses;

Provides input to Director of Community Development and management team regarding strategy, resources and organizational needs to create and maintain an economic development program for business attraction, retention and expansion;

Collaborates and maintains relationships with appropriate City Departments, outside governmental agencies, legislators, major employers, educational institutions and partner organizations to further the City's economic development strategy and to implement priority initiatives, projects and programs;

Develops and implements a marketing plan to identify the strategic assets of the Joliet Community as they pertain to economic development. Maintains current demographic and site data, develops print flyers and brochures, and creates digital community profiles;

Develops and maintains a web presence devoted to economic development marketing;

Collaborates with City Clerk to coordinate tourism marketing program. Serves as liaison to the Heritage Corridor Convention and Visitors Bureau to highlight Joliet as the premier visitor's destination within the Corridor;

Coordinates the preparation of market studies, economic analysis and demographic data to identify best means to attract, retain or expand businesses. Proactively identifies and recruits likely business prospects, maintains an inventory of available sites/buildings and aggressively markets suitable sites to business prospects;

Oversees all aspects of the City's economic development program and tools, including the Tax Increment Financing program and the sale of city-owned land;

Monitors the long-term status of projects that receive a financial incentive from the city to ensure they are meeting performance benchmarks and are accountable to the public;

Leads negotiations involving economic development strategies and activities related to tax increment finance districts and commercial special service areas. Provides input on incentive requests and proposals consistent with City policy;

Attends development review team meetings and serve as an advocate for opportunities consistent with the City's economic development vision;

Provides recommendations for changes to development related policies;

Provides monthly and annual reports to elected officials and City Manager to highlight pertinent information regarding economic development activities and trends;

Performs related duties as required.

MINIMUM QUALIFICATIONS

Education & Experience:

Bachelor's degree from an accredited college in business or public administration, real estate or related field; master's degree preferred;

Minimum 5 years of managerial experience, ideally including 3+ years oversight of multiple internal divisions.

Required Knowledge, Skills and Abilities

Strong knowledge of economic and community development;

Strong financial management skills and excellent analytic ability;

Strong organizational skills and meticulous attention to detail;

Creative problem solver;

Good knowledge of applicable laws and labor relations;

Good knowledge of sources of information related to problems of local government;

An understanding of the political process while avoiding personal involvement in political issues;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Proficiency in use of technology including smart phone, iPad and PC.
Proficiency in use of the Microsoft Office Suite;
Ability to write clear and concise reports, memoranda, directives and letters;
Ability to develop comprehensive plans from general instructions;
Ability to accomplish assigned administrative tasks with a minimum of supervision and with only general directions;
Ability to plan and supervise the work of others;
Personal and professional integrity of the highest order

SPECIAL REQUIREMENTS

Valid State of Illinois Class D driver's license.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, reference and background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER